



Public Value Partnership-Current Grantees

Projects occurring between July 1, 2021 - June 30, 2023

Deadline: May 14, 2021 | Applications must be submitted by 11:59 pm ET

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Public Value Partnerships for general operating support of nonprofit cultural organizations are an investment in the cultural infrastructure and creative economy of New Hampshire. The most competitive applications offer ongoing sustained, high-quality outreach programs and arts services or artistic programming in their communities. Public Value Partnerships also ensure that the arts are available and accessible to all New Hampshire citizens.

GRANT AMOUNT

Requests are for unrestricted operational funds and may be made for up to \$15,000 per year for a two-year period (FY2022 and FY2023). The request for the first year of the grant period may not exceed 10% of income in the organization's last fiscal year prior to application. All grant categories and amounts are subject to change, depending upon availability of state and federal funds in any fiscal year.

WHO MAY APPLY

Current Public Value Partners (FY2020 & FY2021) **ONLY**, Nonprofit organizations with incorporation in New Hampshire and a 501(c)(3) tax-exempt status from the Internal Revenue Service whose primary mission is to produce, present or serve the arts. In addition, applicant organizations must:

- Have been in continuous operation as a 501(c)(3) nonprofit arts organization for at least five years prior to application for a Public Value Partnership;
- Have an independent Board of Directors or Advisory Board that meets at least quarterly;
- Have a paid, full-time arts administrator;
- Have a long-range plan in place that covers the two-year grant period;
- Be fully in compliance with the Americans with Disabilities Act requirements;
- Have submitted all required reports on past State Arts Council grants;
- Be in good standing with the State Arts Council and NH Attorney General's Office.

Note: Public Value Partnership Grant recipients receiving general operating support may apply for [Arts in Health Project grants](#). However, only expenses for direct project costs, not to include staff time, may be included in the budget.

Restrictions

To allow for broad and equitable distribution of public funds, organizations may receive **ONE** grant in the following categories:

An exception to this restriction may be made for organizations acting as a fiscal agent; please contact the coordinator for approval prior to applying.

- [Arts for Community Engagement \(ACE\)](#)
- [Youth Arts Projects for Creative Youth Development](#) (YAP)
- [Folklife and Traditional Arts Project Grant](#)
- Public Value Partnerships



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- Applicant organizations must be physically located in New Hampshire, not just incorporated in the state.
- A fiscal agent may not serve as an applicant for this program.
- In general, a college, university, library or school is not eligible for Public Value Partnerships unless its primary mission is the arts and the majority of its arts activities are open to the general public. Independent arts units within an educational institution with separate administrative and program budgets and independent advisory councils, such as some college art galleries, are eligible if the majority of their programming is for the general public.
- Grant awards may not be used for previously incurred debts or deficits.
- Grant awards may not be used for endowments or capital projects.
- Grant awards may not be used for lobbying or fundraising expenses.
- Grant awards may not be used for projects already receiving funds from another State Arts Council grant category.
- Grant awards may not be used for projects/activities that are not open to the general public.
- Grant awards may not be used for any cost item listed in the glossary under [“ineligible expenses.”](#)

Covid-19 Updates

All projects must be able to be completed while following the [New Hampshire health and safety guidelines](#) related to the COVID-19 pandemic. NHSCA will not accept proposals that would put artists and/or community members at risk of contracting or spreading COVID-19.

Making the Project Accessible to All

Recipients of public funding are required to make reasonable efforts for projects to be accessible to the public. Applicants should consider physical and programmatic accessibility as an integral part of the planning and budgeting process. Accessibility involves both the location (the facility) and the content (the activity or product). Thinking about accessibility issues in the early design and planning stages of a project (e.g., accessible websites, sign language interpreters, recordings of printed materials, audio-description describers, or large-print labeling) is key to ensuring that persons with disabilities will be able to participate. For information and resources, see [Making Your Programs and Services Accessible](#) on the NHSCA website.

HOW TO APPLY

For FY2022 and FY2023, NHSCA is amending the grant awards for current Public Value Partnership grantees. Because this is considered an amendment/extension of your current grant, there will not be a panel review. However, NHSCA is still required to meet a standard of due diligence regarding the expenditure of public funds. The grants will be extended if the narrative questions and required documents are submitted by the deadline. **The deadline will be strictly enforced.**

No match or budget form will be required and narrative questions reflect the current public health crisis. We ask that your grant request be the same as the amount that you were awarded in the previous fiscal year. If our budget allows us to increase the grant awards, you will be notified.



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Submitting the Application

NHSCA uses an online application system, [Submittable](#). **The online system cannot be used to submit drafts.** Errors and omissions may affect a panel's evaluation of the application, so please follow instructions and prepare the application carefully. **We recommend you keep a copy for your files.**

- Watch [instructional videos](#).
- [Click here](#) to start the online application.

Deadline

Applications must be completed online by 11:59 pm on **May 14, 2021**. Late applications will not be accepted. The Council cannot accept applications transmitted by facsimile (FAX) or e-mail and is not responsible for uncompleted online applications or paper applications lost in transit.

REVIEW PROCESS

Funding recommendations are forwarded to the State Arts Councilors for review and approval. If the organization's cumulative total of grants received from the State Arts Council for that fiscal year (July 1 - June 30) is \$10,000 or more, the grant recommendation must also be submitted to the Governor and Executive Council for approval.

RECEIVING AN AWARD

Notification of Award

No formal announcement regarding a funding decision and/or grant amount will be sent to any applicant until after the Council meeting (meeting dates are listed on the NHSCA website). At that time applicants will receive official notification of the Council's action. This notification may take up to 10 weeks after the application deadline.

Payment

NHSCA disburses funds appropriated from public sources, both federal and state. Checks are issued by Administrative Services of the State of NH, not the Department of Natural and Cultural Resources or NHSCA. Upon receipt of properly executed grant forms, the State of New Hampshire generally pays grants under \$10,000 to grantees within four to six weeks. If an organization is awarded \$10,000 or more or has received other NHSCA funds which bring the cumulative total received for that fiscal year (July 1 - June 30) to \$10,000 or above, grants must be approved by Governor and Executive Council; consequently, payment can take up to 10 weeks. All awards are subject to availability of state and federal funds. Please plan cash flow accordingly.

False Information

Any grant award made based on false information in the application may be canceled by NHSCA at any time.



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Important: All grant agreements must be returned no later than January 15 of the fiscal year (July 1 to June 30) in which they are awarded. Failure to return the grant agreement by that date could result in cancellation of the grant and reallocation of funds. *Payment of a grant will be withheld if final reports for previous grants are not in compliance with policy below.*

GRANT PERIOD AND REPORTING

The grant period for Public Value Partnership grants covers two fiscal years, but payments will be made one year at a time. The State fiscal year is July 1-June 30. You will be required to submit an Interim Report after the first year of funding and a Final Report after the second year of funding.

An Interim Report for the first year of funding will be due by July 31, 2022. The Final Report for the second year of funding is due by July 31, 2023. [Interim and Final reports may be filed online here](#). If unexpected problems prevent meeting the deadline for either report, extension of up to 90 days may be requested, but the request must be made in writing before the deadline for filing has passed.

The State Arts Council may schedule a meeting to review the Interim Report in person. The organization's Executive Director, one other staff member, and a Board member may be invited to update representatives of the State Arts Council (including the Director, a State Arts Councilor, and the grant coordinator) on the long range plan submitted with the original application. It will also be an opportunity to update the State Arts Council on the successes of the past year and the challenges for the coming year of the grant period.

Failure to submit the required reports by the original or extended deadline will result in penalties. Failure to file a timely interim report will result in loss of second year funding. Failure to file a final report will result in being ineligible to apply for any type of NHSCA funding for two years following the date the report was due.

QUESTIONS

Questions about this grant program?

Cassandra Mason, Grants Officer, at cassandra.a.mason@dncr.nh.gov , 603-271-7926

Questions about the online application system at Submittable?

Submittable Technical Support | support@submittable.com

855-467-8264, ext 2 | <https://submittable.help/>



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REQUIRED UPLOADS

Upload required documents to the [online system](#). Please keep a copy for your files.

- ☐ Answers to Narrative Questions (see below)
- ☐ Brief biographies of key staff
- ☐ Organizational staffing chart
- ☐ List of current Board with terms of service. Please indicate which member is responsible for advocacy.
- ☐ Current long-range plan that covers the grant funding period
- ☐ Board-approved financial statement or audit for most recently completed fiscal year (for organizations with an annual budget of \$500,000 or more per year)
- ☐ Balance sheet and profit and loss statement (for organizations with an annual budget of less than \$500,000 per year)
- ☐ Arts organizations embedded within institutions should submit an income statement for the past two years and other financial documents, approved by a financial officer of the supervisory institution. This income statement should detail how much support the arts organization has been receiving from internal and external sources, as well as where those funds have been directed. These organizations should submit a balance sheet, if available. DO NOT submit financial statements or audits of the parent institution. If there are questions, please contact us.
- ☐ Samples of public education materials and selected program materials such as reviews, performance schedules, exhibition catalogues, workshop schedules, etc. of last year's programming-you may embed these as links in your narrative
- ☐ Work samples-you may embed these as links in your narrative
- ☐ Tax exempt status letter from the IRS and a copy of the Certificate of Good Standing from the New Hampshire Secretary of State's Office
- ☐ National Endowment for the Arts [Brief Accessibility Checklist](#)

NOTE: Registration of IRS 501 (c) (3) not-for-profits is required every five years, for the years ending in 0 or 5. Registration may be completed online [here](#).



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NARRATIVE QUESTIONS

The total narrative portion of the application **should not exceed 7 typed pages**. Margins (no less than 1"), fonts (no smaller than 12 point), and spacing should provide easy reading for panelists. **Please respond to the following questions in the order in which they appear.**

Introduction: Tell us about your organization. Provide a profile of the organization including its mission and goals. Include the unique characteristics that help define the organization's role in bringing/providing arts experiences or services to communities in New Hampshire. Please keep in mind that some panelists may not be familiar with your organization or its importance to the cultural life of the state.

1. Has the scope or focus of your work changed in the past year? If so, how?
2. What has the organization discovered during this time and how will this help you move forward?
3. How has evaluation changed?
4. What are the greatest concerns for the next year in the areas of programming, fundraising, and management?
5. How has the organization adapted over the past year and how has the community you serve responded? Have you discovered a new audience/community to serve? If not, have your relationships with your existing audience/community changed?
6. How has the Board supported the organization? Please identify any changes to your Board this past year and if those changes are reflective of the community you serve.